

PROCEDURES FOR TOWING MOTOR VEHICLES AND USE OF IMPOUND FORMS

Directive: 4.5

When an officer has the occasion to tow a vehicle for any of the reasons cited in Directive 6.34, the following guidelines will be adhered to.

The officer will contact the Data Center by radio and determine the current status of the vehicle. The Data Clerk will then make attempts to locate the owner of the vehicle if the situation warrants it (ex. Abandoned vehicle, recovered stolen vehicle). If the owner can not be located, or by the nature of the incident, the vehicle can not be released, the Data Clerk will then notify the current tow company, and request a tow truck be dispatched to the officer's location.

Upon the arrival of the tow truck the last copy (card stock) of the impound form (if applicable) will be turned over to the tow truck driver. The impound form will be completed as follows:

- | | |
|----------|--|
| Block 1 | Enter the date of the tow |
| Block 2 | Enter the time the vehicle is towed |
| Block 3 | Enter the case number for the incident |
| Block 4 | Enter the year of the vehicle |
| Block 5 | Enter the make of the vehicle |
| Block 6 | Enter the model of the vehicle |
| Block 7 | Enter the color of the vehicle |
| Block 8 | Enter the registration number of the vehicle |
| Block 9 | Enter the State of the vehicle registration
(use the appropriate two letter abbreviation) |
| Block 10 | Enter the expiration date of the registration |
| Block 11 | Enter the complete Vehicle Identification Number (VIN) of the vehicle |

Block 12	Enter the name of the owner of the vehicle
Block 13	Enter the home address, city and state of the registered owner of the vehicle
Block 14	Enter the name of the operator of the vehicle (if applicable)
Block 15	Enter the home address, city and state of the operator of the vehicle (if applicable)
Block 16	Enter the reason for the tow
Block 17	Enter the time and date that that vehicle is turned over to the tow truck driver
Block 18	Enter the location from which the vehicle was towed
Block 19	Enter the location that the vehicle is to be towed to
Block 20	This block is marked only when the vehicle is to be seized
Block 21	This block is required only when the vehicle is to be seized
Block 22	This block is required only when the vehicle is to be seized
Block 23	This block is to be marked for vehicles which are not be seized
Block 24	This block is for the signature of the towing officer when the vehicle can be released
Block 25	Enter the registration number of the vehicle
Block 26	Enter the make of the vehicle

Once complete, the impound form will be turned in with either a vehicle or arrest report.